

LANCASTER COUNTY RIGHT-OF-WAY TECHNICIAN

NATURE OF WORK

This is technical work involving research, written composition and clerical duties relative to activities of right-of-way acquisition and right-of-way records maintenance.

Work involves responsibility for researching records for ownership titles, liens, leases, mortgages, estates, tax and related title interests of real estate to be acquired and determining the quality of property ownership and disposition. Work also includes composing documents related to the acquisition and administration of property acquired including deed and easement descriptions and contracts and purchase agreements, compiling individual tract files and assisting in records compliance and maintenance activities. Supervision is received from an administrative superior with work being reviewed in the form of accuracy, completeness of records and compliance with departmental guidelines.

EXAMPLES OF WORK PERFORMED

Research appropriate records for title of ownership, liens, leases, mortgages, estates, tax data and other interests affecting the title of real estate to be acquired; research owner addresses and develop a property ownership list; determine quality of ownership and disposition of property interests; develop project files for retention of project and tract records.

Compose deed and easement descriptions and draft contracts and purchase agreements; verify deed and easement descriptions, contract and purchase agreement documents for accuracy.

Compose all original documents relative to the acquisition or administration of property acquired by the Right-of-Way division.

Prepare and compile individual tract files which include title certificate, appraisal, appraisal review, original acquisition documents, owner's copies and other required materials of property sought/acquired; confirm completeness of files prior to submission for negotiation.

Assist Right-of-Way personnel in maintaining departmental records and performing related record maintenance tasks; obtain partial releases from lending institutions; record right-of-way documents in the Register of Deeds office.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of public recording systems related to property purchase, taxation and ownership.

Knowledge of record maintenance methods and techniques.

Ability to read and interpret real estate documents, abstracts and related property interest documents.

Ability to read construction plans and related maps.

Ability to operate standard office equipment including microcomputer, word processor, calculator and photocopier.

Ability to compose legal descriptions and calculate land areas.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with individuals from other governmental agencies, other departments, and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from senior high school or equivalent supplemented by coursework in real estate, engineering or drafting and experience in the sale and/or acquisition of real estate. Possession of a valid Nebraska Real Estate License or Abstractor's License desired.

MINIMUM QUALIFICATIONS

Graduation from senior high school or equivalent supplemented by coursework in real estate, engineering or drafting or any combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid State of Nebraska driver's license when operating a vehicle is required in the performance of assigned duties.

Approved by: _____
Department Head

Personnel Director

11/96

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